

Request for Policy Terms Revision

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a revision of the terms of my current insurance policy #[Policy Number]. After reviewing the existing terms, I believe there are areas that could be adjusted to better suit my needs.

Specifically, I would like to discuss [briefly state the specific terms or areas of concern, e.g., coverage limits, deductibles, etc.]. I believe that these modifications would provide a better alignment with my current circumstances.

I would appreciate the opportunity to discuss this matter further and explore potential revisions that could be made. Please let me know a suitable time for us to connect, or if you require any additional information from my side to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]